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## Risk Reduction and Environmental Stewardship— Remediation Program

### Quality Procedure

# for Integrating Work with Other Organizations



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## Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
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# Integrating Work with Other Organizations

## Table of Contents

1.0	PURPOSE .....	4
2.0	SCOPE.....	4
3.0	TRAINING.....	4
4.0	DEFINITIONS .....	5
5.0	RESPONSIBLE PERSONNEL.....	5
6.0	PROCEDURE .....	5
6.1	Determine Data Needs .....	6
6.2	Determine Project Requirements .....	6
6.3	Establish Memorandum of Understanding .....	6
6.4	Write Field Implementation Plan.....	6
6.5	Complete Integrated-Work Activity Summary Plan.....	6
7.0	LESSONS LEARNED.....	6
8.0	RECORDS.....	7
9.0	REFERENCES .....	7
10.0	ATTACHMENTS .....	7
	Attachment A: Memorandum of Understanding Outline .....	9
	Attachment B: Integrating Work with Other Organizations Process Flow Chart ...	10
	Attachment C: Field Implementation Plan Outline .....	11
	Attachment D: Integrated-Work Activity Summary Plan .....	12

## List of Acronyms

AA	Administrative Authority	QA	quality assurance
D&D	decontamination and decommissioning	QP	quality procedure
DQO	data quality objective	QPPL	Quality Program Project Leader
FIC	Facility Integration Coordinator	PM	Project Management
FIP	field implementation plan	PRS	potential release site
LANL	Los Alamos National Laboratory	RPF	records processing facility
LASO	Los Alamos Site Office	RRES-R	Risk Reduction and Environmental Stewardship—Remediation
NFA	no further action	SOP	standard operating procedure
MOU	memorandum of understanding		
PTL	Project Team Leader		

# Integrating Work with Other Organizations

## 1.0 PURPOSE

- 1.1 This quality procedure (QP) ensures the definition of appropriate roles and responsibilities concerning work activities, quality assurance (QA) requirements, budget, schedule, etc. when the Risk Reduction and Environmental Stewardship—Remediation (RRES-R) Program integrates work with other organizations.
- 1.2 Management and implementation of these activities and the personnel supporting these activities are critical to the support of Los Alamos National Laboratory (LANL) missions, the RRES-R Program's mission, as well as to capture cost and schedule efficiency.
- 1.3 Successful completion of work integration ensures that various decontamination and decommissioning (D&D), construction, and land development activities occur without disruption and conform to all Department of Energy (DOE), LANL, State, and Federal orders, regulations, and mandates.
- 1.4 Integrating work with others ensures that the RRES-R Program continues to interact positively with regulatory agencies in order to ensure that corrective actions are approvable by the Administrative Authority (AA), as well as the public.
- 1.5 Integrating work also aids LANL in showing progress with site investigations and cleanup and thus achieving no further action (NFA) designations at potentially-contaminated sites.

## 2.0 SCOPE

All **personnel** conducting RRES-R Program work that integrates characterization, remediation, and restoration with other organizations, and monitors work where other organizations collect data used for RRES-R decision-making (e.g., make recommendations concerning the disposition of a potential release site [PRS]) shall implement this mandatory QP.

## 3.0 TRAINING

- 3.1 **ER personnel** shall train to and use the current version of this QP; contact the author of this QP if the text is unclear.
- 3.2 **ER personnel** using this QP shall document training in accordance with QP-2.2.

- 3.3 The responsible **supervisor** shall monitor the proper implementation of this procedure and ensure that the appropriate personnel complete all applicable training assignments.

#### **4.0 DEFINITIONS**

- 4.1 *Field implementation plan*—An internal, RRES-R document used to guide field work.
- 4.2 *Memorandum of understanding (MOU)*—A formal document that describes agreements between the RRES-R Program and another organization (e.g., Project Management [PM] Division) for the purpose of defining the work performed, roles and responsibilities, QA requirements, lines of communication, project endpoints, handoffs, budget, schedule, etc. (see Attachment A).
- 4.3 *Facility Integration Coordinator (FIC)*—Point of contact for an integrated project (e.g., project which integrates work with other organizations).
- 4.4 *Fast-track project*—Notification of a work opportunity to RRES-R that requires execution in less than two weeks.
- 4.5 *Work with others*—Work performed by the RRES-R Program or non-RRES-R program in conjunction with work performed by other programs, where an opportunity exists to obtain characterization of data or to perform corrective actions.

#### **5.0 RESPONSIBLE PERSONNEL**

The following personnel are responsible for activities identified in this procedure:

- Facility Integration Coordinator
- Project Team Leader
- Quality Program Project Leader
- ER personnel
- Supervisor
- User

#### **6.0 PROCEDURE**

Reference Attachment B for a pictorial representation of the following work process.

- 6.1 Determine Data Needs
- 6.1.1 When another organization's project impacts identified potential release sites (PRSS), the **Project Team Leader (PTL)** shall inform the Facility Integration Coordinator (FIC).
- 6.1.2 The **PTL** and **FIC** shall determine the data needs.
- 6.2 Determine Project Requirements
- The **FIC** and **PTL** shall meet with the Quality Program Project Leader (QPPL), cost schedule analyst, and budget analyst to determine applicable requirements, such as
- defining the scope;
  - defining funding requirements and responsibilities;
  - identifying QA requirements and responsibilities;
  - ensuring the appropriate custody of relevant records; and/or
  - defining appropriate Data Quality Objectives (DQOs).
- 6.3 Establish Memorandum of Understanding
- 6.3.1 The **FIC** shall establish a Memorandum of Understanding (MOU) (see section 4.2 and Attachment A) with another organization.
- 6.3.2 When another organization establishes the MOU, the **FIC** shall ensure RRES-R reviews and approves (reference Attachment A for content) according to QP-4.9 or QP-4.10, as applicable.
- 6.4 Write Field Implementation Plan
- 6.4.1 If the project is fast-track, the **FIC** shall write a Field Implementation Plan (FIP) for the current work, according to QP-4.10, ensuring to define applicable DQOs, standard operating procedures (SOPs), etc. (see section 4.1 and Attachment C).
- 6.4.2 If the project is not fast-track, the **FIC** shall follow established RRES-R processes, e.g., QP-4.9, QP-3.5, etc.
- 6.5 Complete Integrated-Work Activity Summary Plan
- The **PTL** shall complete the Integrated-Work Activity Summary Plan (Attachment D), forwarding the document to the FIC.

## 7.0 LESSONS LEARNED

- 7.1 Before performing work described in this QP, **ER personnel** should go to the Department of Energy Lessons Learned Information Services home

page, located at <http://www.tis.eh.doe.gov/II/II.html>, and/or the LANL Lessons Learned Resources web page, located at [http://www.lanl.gov/projects/lessons\\_learned/](http://www.lanl.gov/projects/lessons_learned/), and search for applicable lessons.

- 7.2 During work performance and/or after the completion of work activities, **ER personnel**, as appropriate, shall identify, document, and submit lessons learned in accordance with the LANL, Lessons Learned System located at [http://www.lanl.gov/projects/lessons\\_learned/](http://www.lanl.gov/projects/lessons_learned/).

## 8.0 RECORDS

The **FIC** shall submit the following records to the Records Processing Facility (RPF), in accordance with QP-4.4:

- MOU
- FIP, if applicable
- Integrated-Work Activity Summary Plan
- Associated communications, e.g., oral and e-mail
- All other project-related documents (e.g., decision-making documents)

## 9.0 REFERENCES

To properly implement this QP, **ER personnel** should become familiar with the contents of the following documents, located at [http://erinternal.lanl.gov/home\\_links/Library\\_proc.shtml](http://erinternal.lanl.gov/home_links/Library_proc.shtml):

- RRES-R Program Quality Management Plan
- QP-2.2, Personnel Orientation and Training
- QP-3.5, Peer Review Process
- QP-4.4, Record Transmittal to the Records Processing Facility
- QP-4.9, Document Development and Approval Process: Peer Review Required
- QP-4.10, Document Development and Approval Process: Peer Review Not Required
- QP-4.12, Documenting Oral Communication
- QP-7.1, Procurement

## 10.0 ATTACHMENTS

The **user** of this QP may locate all forms associated with this procedure at <http://erinternal.lanl.gov/Quality/user/forms.asp>.

Attachment A: Memorandum of Understanding Outline, 1 page

Attachment B: Integrating Work with Other Organizations Process Flow Chart, 1 page

Attachment C: Field Implementation Plan Outline, 1 page

Attachment D: Integrated-Work Activity Summary Plan, 1 page



## **Attachment A: Memorandum of Understanding Outline**

### **1.0 SCOPE**

### **2.0 ROLES AND RESPONSIBILITIES**

- 2.1 RRES-R Program Personnel
- 2.2 Other Organization's Personnel
- 2.3 Funding
- 2.4 Analytical Costs

### **3.0 SCHEDULE**

### **4.0 PRIMARY POINTS OF CONTACT**

### **5.0 DELIVERABLES**

### **6.0 SAFETY REQUIREMENTS**

- 6.1 Authorization Basis
- 6.2 Health and Safety Plan

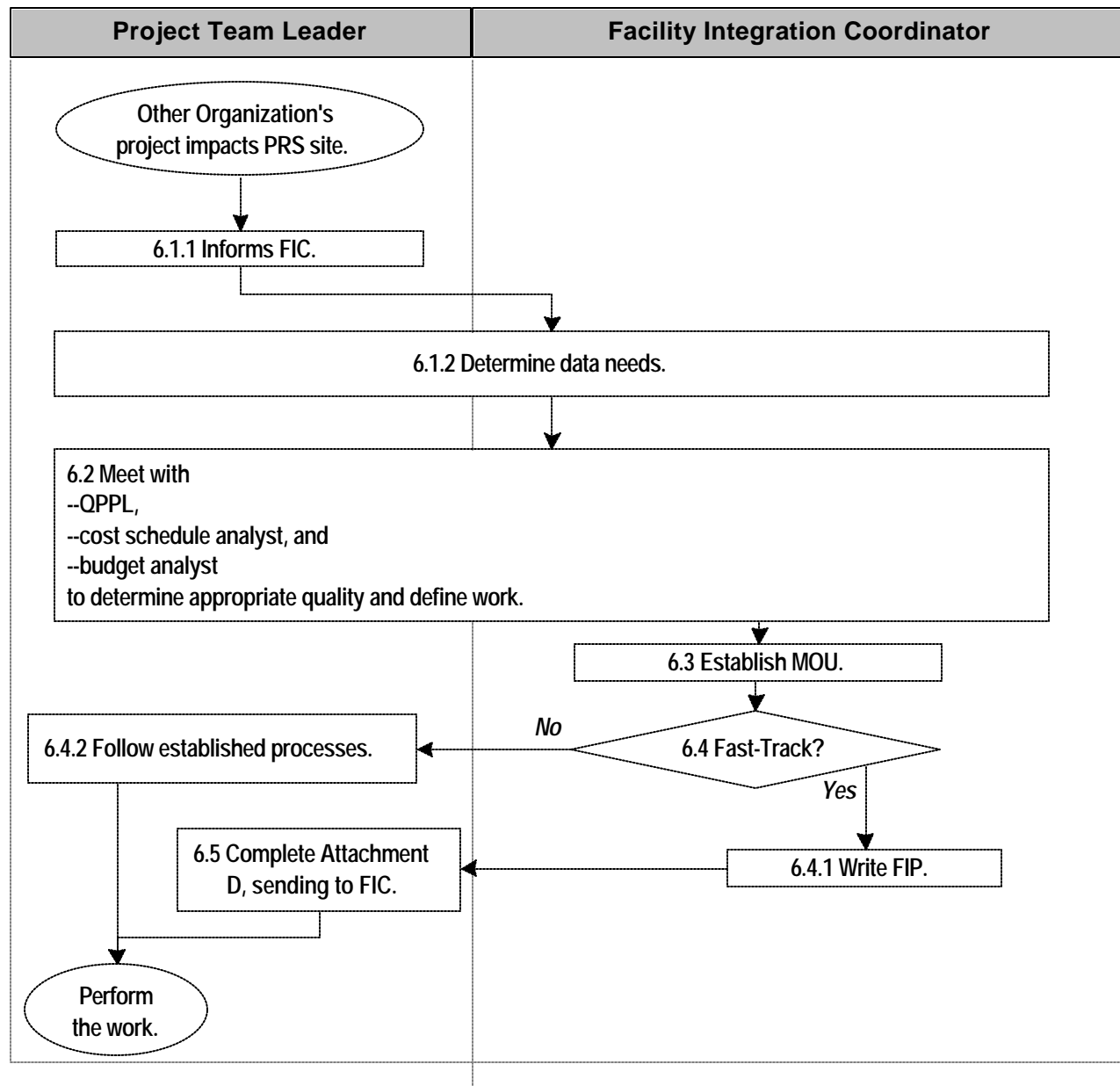
### **7.0 WASTE MANAGEMENT**

### **8.0 QUALITY ASSURANCE REQUIREMENTS**

- 8.1 Procedural Requirements
- 8.2 Analytical Requirements
- 8.3 Training Requirements
- 8.4 Records to RRES-R RPF

### **9.0 VULNERABILITIES**

## Attachment B: Integrating Work with Other Organizations Process Flow Chart



## **Attachment C: Field Implementation Plan Outline**

### **1.0 TITLE**

### **2.0 TASK SUMMARY AND JUSTIFICATION**

### **3.0 TASK DESCRIPTION AND SCOPE**

3.1 Site Status

3.2 Specific Work Elements

3.3 Health and Safety Requirements

3.4 Waste Management

3.5 Photo Documentation Requirement

3.6 Analytical Suite

3.7 Sample Collection

3.8 QA/QC Sample Collection

3.9 Radiological Screening of Sample Location

3.10 Sample Submittal

3.11 Sample Analyses

3.12 Survey Sample Locations

### **4.0 REFERENCES**

### **5.0 ATTACHMENTS**

<b>Attachment D: Integrated-Work Activity Summary Plan</b> <div>Page      of</div>	
1.0	TITLE:
2.0	WBS:
3.0	TASK SUMMARY AND JUSTIFICATION:
4.0	ANTICIPATED DURATION:
5.0	PLANNED START:
6.0	PLANNED COMPLETION:
7.0	COST ESTIMATING METHODOLOGY:
8.0	RISKS TO PROJECT: 8.1 Assumptions:  8.2 Risks:
<div> <b>QP-5.12, R0</b> </div> <div> <b>Los Alamos National Laboratory</b>  <b>RRES-Remediation Program</b> </div>	